

# **SITE PLAN REVIEW**

DEVELOPMENT APPLICATION



---

# SITE PLAN AND BUILDING PLANS REVIEW PROCEDURES PLANNING AND CODES DEPARTMENT

---



## DEVELOPMENT REVIEW TEAM

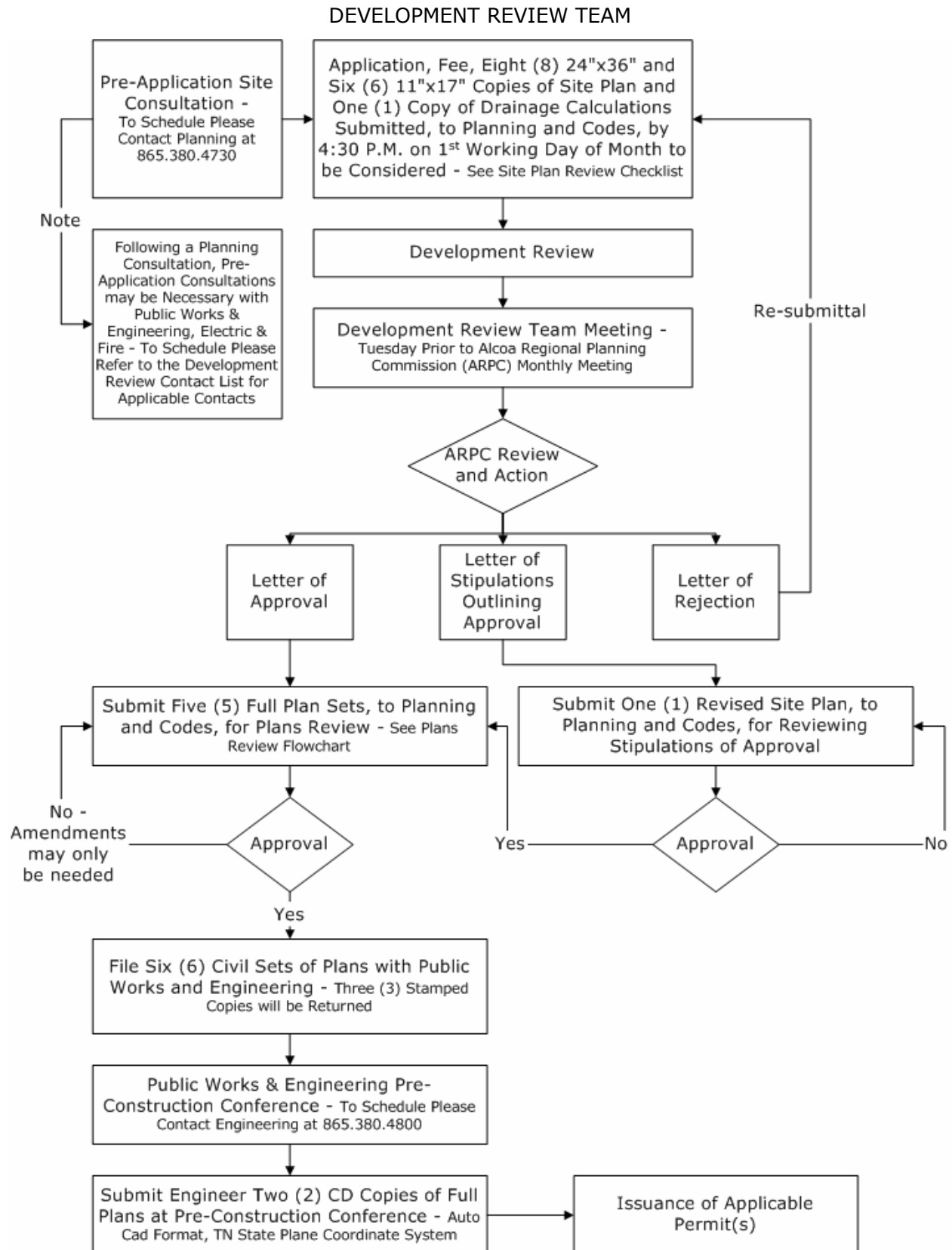
All commercial, multi-family, public, semi-public and industrial site plans must be submitted to planning staff for review by the Alcoa Regional Planning Commission (ARPC). The Development Review Team (consisting of city departmental staff representing planning, codes, engineering, electric and fire disciplines) and ARPC review such plans for proposed access, circulation drives, sidewalks, parking spaces, loading facilities, solid waste facilities, drainage facilities, utilities, landscaping, land use type, heights, setbacks and any other additional information that may be required. Note that planning staff shall review and approve any existing development, as those types mentioned above, requiring a Building Permit. Below are the procedures:

1. All site plans shall be prepared and certified by a licensed engineer, landscape architect, architect and/or surveyor, unless otherwise approved administratively;
2. The ARPC monthly meeting is held the 3<sup>rd</sup> Thursday of each month at 5:30 p.m. in the Municipal Building Commission Chambers. All completed site plans must be submitted, to the Planning and Codes Department, no later than 4:30 p.m. on the 1<sup>st</sup> business day of the month of the regularly scheduled meeting;
3. All site plans shall follow the regulations established in each applicable section of the Alcoa Zoning and Land Use Control regulations, as well as meet all other pertinent standards of design as established by city ordinance (**see Site Plan Review Flow Chart and Site Plan Review Checklist for required items for submittal**);
4. Although signage may not be shown on site plan, replacement and/or proposed signage must be reviewed and approved for permit by planning staff;
5. Having obtained site plan approval, appropriate construction plans and measures for controlling erosion and sediment must be received and reviewed by engineering staff prior to issuance of a Grading Permit (**see Public Works and Engineering Grading Permit Application for requirements**);
6. A Building Permit must be issued prior to commencement of construction activity of any kind, site grading included, unless otherwise approved administratively. The cost of such permit is based upon the estimated cost of construction and must be obtained from the Planning and Codes Department. **Five (5) full sets of plans must be submitted to the Planning and Codes Department for Building Plans Review.** At time of submittal, a Grading Permit Application must be filed. Plans are dispersed as follows:

(2) Planning and Codes	(1) Engineering
(1) Fire	(1) Electric;
7. Building plans are reviewed in accordance with adopted codes (**view a list of adopted codes at [www.cityofalcoa-tn.gov](http://www.cityofalcoa-tn.gov), Departments, Planning and Codes, Codes, Adopted Codes**);
8. Following a comprehensive review by the Development Review Team, comments shall be addressed to insure the issuance of a Building Permit. Once addressed, the application may be filled out and permitted – issuance contingent upon grading approval by Public Works and Engineering Department staff; and,
9. A **Certificate of Occupancy (CO)** will be issued upon completion and approval of all trade and departmental inspections (i.e., sign-off card), and meeting all other city requirements.

# SITE PLAN REVIEW FLOW CHART

## PLANNING AND CODES DEPARTMENT



---

# SITE PLAN REVIEW CHECKLIST

## PLANNING AND CODES DEPARTMENT

---



### DEVELOPMENT REVIEW TEAM

**Eight (8)** site plan copies (24" x 36" in size), **six (6)** reduced copies (NTS of 11" x 17" in size), **one (1)** copy of complete drainage calculations and the Development Review Application shall be provided. Once approved and following any required final revisions, two (2) CD copies in Auto Cad format (TN State Plane Coordinate System) shall be required for all site, utility and building plans. A filing fee shall be paid at submittal.

**Below are the items to be incorporated into the title block of all site plans:**

- ☐ Plan(s) prepared and certified by a licensed engineer, architect, landscape architect and/or surveyor, unless otherwise authorized by administrative staff;
- ☐ Project name and applicable phasing, if phased;
- ☐ Topography of existing and finished grades at two (2) foot contour intervals;
- ☐ Location and elevations of all associated floodplain/floodway boundaries;
- ☐ Finished Floor Elevations (FFE) of all proposed structures, streets/roads/drives, sidewalks, greenway trails and creeks/streams/rivers and/or etc.;
- ☐ Location and dimensions of all existing and proposed principle and/or accessory structures, streets/roads/drives and/or etc., sidewalks, greenway trails, easements and rights-of-way;
- ☐ Location of bicycle rack(s) and signage – sign permits are required per regulations;
- ☐ Dimensions and calls of all property lines;
- ☐ Dimensions of parking (including number), and dimensions of drive aisles clearly identified with appropriate pavement markings shown (i.e., stop bars, arrows, etc.);
- ☐ Integration of onsite vehicular and pedestrian circulation;
- ☐ Sidewalks shown along frontage of all public rights-of-way with connection(s) to onsite pedestrian circulation;
- ☐ Landscaping plan – plan reviewed by Alcoa Tree Board;
- ☐ Utility plan for water, sewer, storm sewer, natural gas, telephone and electric, showing all materials, sizes, invert, top of casting elevations and pumping stations, if required;
- ☐ Erosion and sediment control plan;
- ☐ Location of solid waste collection, screening required;
- ☐ Access street (i.e., frontage road and/or etc.), if applicable;
- ☐ Setbacks: front, rear and side;
- ☐ Width dimensions of access point(s) on to public rights-of-way;
- ☐ Dedications, agreements and/or similar documentation, if applicable;
- ☐ Site data table shown on site plan drawing to include: land use, zoning, size of property, gross floor area (GFA) of proposed structure(s), number of floors, structure(s) height(s), number of parking spaces required and number of parking spaces provided (including accessible parking), lot coverage calculations for impervious parking surface, as well as site's total impervious surface (square footage and percent (%) coverage), amount of disturbed area, tabulation of revision dates; and,
- ☐ North point, graphic scale and location map.

Site Plans shall be reviewed based on adherence to the below requirements:

**Zoning and Land Use**

**Zoning and Land Use Control** regulations

**Sanitary Sewer and Water**

**Alcoa Public Works and Engineering Water & Sanitary Sewer Constructions Specifications, latest edition**  
**Sewer Use Ordinance (Grease, Oil, Sand Traps and Separators requirements)**

**Streets and Stormwater**

**Streets & Drainage – Construction Specifications, latest edition**

**Dumpster pad specifications**

**Erosion and Sediment Control**

**Grading, Soil Erosion & Sedimentation Control Ordinance**

**Tennessee Erosion & Sediment Control Handbook, latest edition**

**In addition, all other applicable local, state, & federal regulations shall be followed.**

# DEVELOPMENT APPLICATION PLANNING AND CODES DEPARTMENT



City of Alcoa • 223 Associates Boulevard • Alcoa, TN 37701 • Ph#: (865)380-4730 Fax#: (865)380-4744

## DEVELOPMENT REVIEW TEAM

Project Number: \_\_\_\_\_  
**OFFICE USE ONLY**

\*Action Requested: ☐ Concept Plan ☐ Site Plan ☐ Preliminary Plat ☐ Final Plat

Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Agent/Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Designer: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### **PROJECT INFORMATION:**

Project Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_

Map Number(s): \_\_\_\_\_ Parcel Acreage(s): \_\_\_\_\_  
Parcel Number(s): \_\_\_\_\_ Parcel(s) Zoning: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_  
Number of Dwelling Units (Residential): \_\_\_\_\_  
or Building Area (S.F. of Non-Residential): \_\_\_\_\_  
Proposed Land Use: \_\_\_\_\_  
Number of Dwelling Units (Residential): \_\_\_\_\_  
or Building Area (S.F. of Non-Residential): \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
(Attached Project Overview Recommended)

### **SIGNATURE OF APPLICANT:**

The undersigned hereby applies to the City of Alcoa, Tennessee for approval as indicated by action requested above. I hereby certify that I am the owner, or duly authorized agent of the property, and the information submitted in this application is true and correct to the best of my knowledge at the time of application.

Owner/Agent Signature \_\_\_\_\_

Date \_\_\_\_\_

\*See Appropriate Flowchart and Complete Checklist for Action Requested – Eight (8) Copies (Concept or Site 24x36" & Plats 18x24") and Six (6) Reduced Copies (11x17") are needed for Review

### **OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_

Application Fee Paid: Concept/Site Plan

00.00-01 Acres.....\$100.00  
01.01-10 Acres.....\$150.00  
10.01-20 Acres.....\$200.00  
20.01-50 Acres.....\$250.00  
50.01(+) Acres.....\$300.00

Preliminary Plat

01-02 Lots.....\$100.00  
03-10 Lots.....\$150.00  
11-30 Lots.....\$300.00  
31-50 Lots.....\$400.00  
50(+) Lots.....\$500.00

Final Plat

01-04 Lots.....\$ 25.00  
05-30 Lots.....\$100.00 (+ \$10.00 per Lot)  
30(+) Lots.....\$100.00 (+ \$5.00 per Lot)  
Minor Plat (Preliminary/Final)  
Combined Total of Preliminary & Final Fees

\$ \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Planning Commission Date: \_\_\_\_\_